

CIVIL AIR PATROL - KANSAS WING



...PERFORMING MISSIONS FOR KANSAS

Kansas Wing Aerospace Education Bulletin

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MARCH 2010 YEAGER AWARDS

The following Senior Members successfully passed the Yeager test and were awarded the Yeager Award in March. At the end of the month, the Wing had 165 creditable¹ awards for a rate of 55.74%. Please be sure to congratulate and recognize their accomplishment.

Kansas City Composite Squadron (KS-034)

Capt Charles Lamb
2nd Lt Robert Crockett
SM Shawn Oakland
SM Michael Stancliff

Eagle Squadron Topeka Composite (KS-035)

Lt Col Michael Madden
Maj Brian Budden
2nd Lt Frank Kent

¹ A creditable award is based upon an active status. Seven (7) senior members who have earned the Yeager Award let their membership expire.

AEROSPACE EDUCATION OFFICER PROFESSIONAL DEVELOPMENT

The following AEOs improved their rating in the 215 Specialty Track in March:

Senior Rating

Capt Michael Maynard (KSWG/DAE)

AFIADL Course 13 (ECI-13)

Capt Vicki Davis (KS-123) successfully completed the AFIADL Course 13, and she has completed all the requirements for the Benjamin O. Davis Award.

Please verify you have been entered in to track training in eServices. If you are not entered into training, please get with your Commander, Personnel Officer, or Professional Development Officer to update your training. Your personnel record needs to reflect the training dates for proper credit for track advancement.

NEW AEROSPACE EDUCATION OFFICERS IN WING

Capt Michael Mathewson was appointed as the Aerospace Education Officer for the Eagle Squadron Topeka Composite (KS-035) and 2nd Lt Michael J. Konz was appointed as the Aerospace Education Officer for the Hayes Senior Flight (KS-009).

2010 AE STAFF ASSISTANCE VISIT SCHEDULE

During the January 2010 Commander's Call a verbal announcement was made that each unit will receive and Aerospace Education Staff Assistance visit. Unfortunately the DAE has only been able to complete 1 SAV due to other commitments outside of Kansas. The DAE will be returning to Kansas in April and will reschedule the missed visits.

CAP SUBORDINATE UNIT INSPECTION, AEROSPACE EDUCATION TAB A-1

The Wing is in full swing for completing the Subordinate Unit Inspection program based upon the revised CAP Subordinate Unit Inspection Guide. The Guide was updated to reflect the updated CAP regulations citations and program changes. The Wing used the Guide and developed inspection worksheets for evaluating and grading units. At the end of this bulletin are the Wing inspection worksheets, the grading criteria and definitions, and the SUI Tab A-1. Use the Wing worksheets to self-evaluate your Unit's AE program before the inspectors perform a formal inspection.

2010 PLAN OF ACTION

The Aerospace Education Plan of Action (POA) is the Unit's goals and measurements tool for the program. The POA is a required document and required to be submitted to the Wing Commander by the 15 February each year. The POA is an inspection item in the CAP Subordinate Unit Inspection. Expect an "unsatisfactory" rating if the unit didn't complete it and send it to the Wing Commander for approval.

2010 KANSAS WING CONFERENCE

The Kansas Wing Conference will be held over the May 2010 Memorial Day Weekend. The following subjects are planned:

- AEO Professional Development Requirements & Responsibilities
- Annual Reporting

- AEX Events
- AEX in Schools
- ACE in Schools

AEOs working towards their Senior rating are required present at or direct an aerospace education workshop or conference. If you would like to volunteer for one of the above subjects or present a different one, let the DAE know.

KSWG Form 2E, QUARTERLY AEROSPACE EDUCATION ACTIVITY REPORT

On the Kansas Wing website, the KSWG Form 2 is available for download for the Unit's AEO to submit a quarterly report to the DAE on the activities of the unit for a quarterly submission to the Wing Commander. KSWG Form 2E will be replacing the Form 2 for electronic submission to the DAE. A memorandum will be distributed from the Wing Commander reemphasizing the requirement to complete the form each quarter and submit supporting documentation.

MODEL ROCKETRY PROGRAM

The Wing will be hosting a Model Rocketry Program Bivouac 9 – 11 July 2010. There will be two locations, Lawrence and Cunningham, Kansas. Your Bivouac location has been determined by your location as east or west of Salina. A notice already distributed showed which units were attending where.

The Bivouac is intended to complete the Saturn Stage only. The Redstone and Titan stages must be completed prior to attending the Bivouac.

The "lecture" classes are being posted on the Kansas Wing Website at the following URL:

http://www.kswg.cap.gov/index.php?option=com_remository&Itemid=284&func=select&id=42

Some units started their Model Rocketry Program before the announcement of the Bivouac. The Bivouac is the perfect opportunity to complete the program at a Wing event, be cost effective for the cadets and the units because it will be FREE to them, and we are working to have special Presenters present completion certificates and Rocketry Badges to the cadets.

The DAE needs to know how many cadets will be participating at the Bivouac and an email will be sent out requesting participant information.

UNIT:

Charter No:

Date: _____

TAB A-1: AEROSPACE EDUCATION

Item(s)	RATING					Comments & Notes	Reference
	N/A	HS	S	MS	U		
						Unit AEO Name: _____ Rank: _____ Appointment Date: _____	
1. Is an Aerospace Education Officer (AEO) appointed by the commander?						() Yes () No (Review documentation)	CAPR 280-2 para 3, CAPR 20-1 page 25 and CAPR 35-1 para 1-33
a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or in e-Services)?						() Yes () No	
b. How long has the AEO been in the position?							
2. What skill level has the unit AEO attained in the Aerospace Education Officer specialty track? <i>(Please provide documentation of all certifications.)</i>							CAPR 50-17 para 4-2
3. Has the unit developed an annual AE Plan of Action (POA)?						() Yes () No	CAPR 280-2 para 5a
a. Was a roster of unit AE staff officers attached to the POA?						() Yes () No	CAPR 280-2 para 5b
b. If the inspected unit is a squadron or flight and if the wing:							
(1) Has groups , was the unit POA submitted to the appropriate group commander for approval?						() Yes () No	CAPR 280-2 para 5c(1)
(2) Does not have groups , was the unit POA submitted to the wing commander for approval?						() Yes () No	CAPR 280-2 para 5c(2)
c. If the inspected unit is a Group was a group POA, prepared?						() Yes () No	CAPR 280-2 para 5c(1)
(1) Was a unit POA received from each subordinate unit?						() Yes () No	CAPR 280-2 para 5c(1)
(2) Was a consolidated roster of subordinate unit AE staff officers attached to the "group as a whole" POA?						() Yes () No	CAPR 280-2 para 5b
(3) Was the group POA submitted to the Wing commander for approval?						() Yes () No	CAPR 280-2 para 5c(1)

UNIT:

Charter No:

Date: _____

4. Did the unit prepare an annual AE Activity Report?						() Yes () No	CAPR 280-2 para 6a
a. If the inspected unit is a squadron or flight and if the wing:							
(1) Has groups , was the unit AE Activity Report submitted to the appropriate group?						() Yes () No	CAPR 280-2 para 6b
(2) Does not have groups , was the unit AE Activity Report submitted to the wing?						() Yes () No	CAPR 280-2 para 6b
b. If the inspected unit is a Group was a group AE Activity Report, prepared?							CAPR 280-2 para 6b
(1) Was a unit AE Activity Report received from each subordinate unit?						() Yes () No	CAPR 280-2 para 6b
(2) Was the group AE Activity Report submitted to the Wing commander?						() Yes () No	CAPR 280-2 para 6b
5. How is the Aerospace Education Program for Senior Members (AEPSM) monitored?							CAPR 280-2 para 2a(1)(a)
– If a unit member elects to test at the unit (instead of on-line), are the test results sent to the wing Director of Aerospace Education using CAPF 126, <i>Unit AE Examination Administration Record and Report Form</i> ?						() Yes () No	
6. a. Has the AEO passed the Yeager examination and earned the Yeager award?						() Yes () No	
b. If not, is the AEO working on completing the examination?						() Yes () No	
7. Is the unit participating in the <u>voluntary</u> Aerospace Education Excellence (AEX) Award Program?						() Yes () No	CAPP 15 pages 7
8. Is an aerospace discussion on current events conducted at the unit meetings?						() Yes () No	CAPR 280-2 paras 3c(1)(d), 3c(2)(e) and/or 3c(3)(a)-(b)
9. Did the unit submit nominations for any of the following Aerospace Education Award? (<i>AEO should provide copies of completed nomination forms</i>)						() Yes () No	

UNIT:

Charter No:

Date:_____

a. The Brewer award in any of the following categories? (1) CAP Cadet (2) CAP Senior Member (3) Individual/Organization (non-CAP) (4) Lifetime Achievement						() Yes () No	CAPR 280-2 para 4b
b. CAP AE Teacher of the Year Award						() Yes () No	CAPR 280-2 para 4c
c. AEO of the Year Award						() Yes () No	CAPR 280-2 para 4d

Possible SUI Grades

Highly Successful (HS): Performance or operation **exceeds** mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively free of deficiencies and existing deficiencies do not impede or limit mission accomplishment.

Successful (S): Performance or operation **meets** mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist but do not impede or limit mission accomplishment.

Marginally Successful (MS): Performance or operation **does not meet some** mission requirements. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.

Unsatisfactory (U): Performance or operation **does not meet** mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed or endanger personnel or resources. Significant deficiencies exist that preclude or seriously limit mission accomplishment.

Important Terms

Benchmark Candidate: The best of the best processes observed and researched to date by the assessment team and worthy of posting for consideration for emulation by other units. Benchmark Candidates will be identified by the inspection team and reviewed by National Headquarters, who will make the final decision if the process is of Benchmark quality.

Commendable: A highly effective concept, technique, or management practice which enhances mission accomplishment and exceeds the program requirements specified by CAP directives.

Area of Concern (AoC): This term replaces the term “Observation” and is defined as a minor deficiency. An AoC is listed when mission accomplishment, program purpose or membership satisfaction is impaired or threatened. Examples of AoC include, but are not limited to:

- (1) A weakness or impairment that, if uncorrected, may lead to a violation of regulation or other standard.
- (2) A sample which may indicate an unsatisfactory trend or violation if found to be prevalent in the wing.
- (3) Non-mandatory processes or activities that are not accomplished, but would be beneficial or useful to the program.

Finding: A significant deficiency that requires specific answers to CAP-USAF on actions taken to correct the deficiency. Findings, Potential FWA findings, Safety findings, and Repeat Findings will be identified by the following method:

- (Finding) for a finding that is not a Potential FWA finding, Safety finding, and Repeat Finding.
- (Finding – Repeat) for Repeat Findings.
- (Finding – Potential FWA) for Potential FWA Findings.
- (Finding – Safety) for Safety Findings.

Units must answer findings with enough detail to permit the Wing/Group IG staff to determine the adequacy of corrective actions and provide assistance as required. See CAPR 123-3.

Repeat Finding: A finding reported in the unit’s previous IG inspection report or recent audit agency report, which was subsequently closed, which exists again during the current assessment. Repeat findings are normally answerable findings.

Open Item: A finding from a prior assessment in which the wing or higher headquarters’ corrective actions are incomplete and have not been closed by the CAP and CAP-USAF IGs or the assessing agency. Open items are not Repeat Findings.

	TAB A-1: AEROSPACE EDUCATION	Original
	ITEM	REFERENCE
1.	Is an Aerospace Education Officer (AEO) appointed by the commander? a. Was the appointment accomplished in accordance with CAPR 35-1 (CAPF 2a, Personnel Authorization or in e-Services)? b. How long has the AEO been in the position?	CAPR 280-2 para 3, CAPR 20-1 page 25 and CAPR 35-1 para 1-33
2.	What skill level has the unit AEO attained in the Aerospace Education Officer specialty track? ■ Please provide documentation of all certifications.	CAPR 50-17 para 4-2
3.	Has the unit developed an annual AE Plan of Action (POA)? a. Was a roster of unit AE staff officers attached to the POA? b. If the inspected unit is a squadron or flight and if the wing: (1) Has groups , was the unit POA submitted to the appropriate group commander for approval? (2) Does not have groups , was the unit POA submitted to the wing commander for approval? c. If the inspected unit is a Group was a group POA, prepared? (1) Was a unit POA received from each subordinate unit? (2) Was a consolidated roster of subordinate unit AE staff officers attached to the “group as a whole” POA? (3) Was the group POA submitted to the Wing commander for approval?	CAPR 280-2 para 5 ^a CAPR 280-2 para 5b CAPR 280-2 para 5c(1) CAPR 280-2 para 5c(2) CAPR 280-2 para 5c(1) CAPR 280-2 para 5c(1) CAPR 280-2 para 5b CAPR 280-2 para 5c(1)
4.	Did the unit prepare an annual AE Activity Report? a. If the inspected unit is a squadron or flight and if the wing: (1) Has groups , was the unit AE Activity Report submitted to the appropriate group? (2) Does not have groups , was the unit AE Activity Report submitted to the wing? b. If the inspected unit is a Group was a group AE Activity Report, prepared? (1) Was a unit AE Activity Report received from each subordinate unit? (2) Was the group AE Activity Report submitted to the Wing commander?	CAPR 280-2 para 6a CAPR 280-2 para 6b CAPR 280-2 para 6b CAPR 280-2 para 6b CAPR 280-2 para 6b CAPR 280-2 para 6b

5.	How is the Aerospace Education Program for Senior Members (AEPSM) monitored? <ul style="list-style-type: none"> If a unit member elects to test at the unit (instead of on-line), are the test results sent to the wing Director of Aerospace Education using CAPF 126, <i>Unit AE Examination Administration Record and Report Form</i>? 	CAPR 280-2 para 2a(1)(a) CAPR 280-2 para 2a(1)(a)
6.	a. Has the AEO passed the Yeager examination and earned the Yeager award? b. If not, is the AEO working on completing the examination?	
7.	Is the unit participating in the <u>voluntary</u> Aerospace Education Excellence (AEX) Award Program?	CAPP 15 pages 7
8.	Is an aerospace discussion on current events conducted at the unit meetings?	CAPR 280-2 paras 3c(1)(d), 3c(2)(e) and/or 3c(3)(a)-(b)
9.	Did the unit submit nominations for any of the following Aerospace Education Award? (AEO should provide copies of completed nomination forms) a. The Brewer award in any of the following categories? (1) CAP Cadet (2) CAP Senior Member (3) Individual/Organization (non-CAP) (4) Lifetime Achievement b. CAP AE Teacher of the Year Award c. AEO of the Year Award	CAPR 280-2 para 4b CAPR 280-2 para 4c CAPR 280-2 para 4d